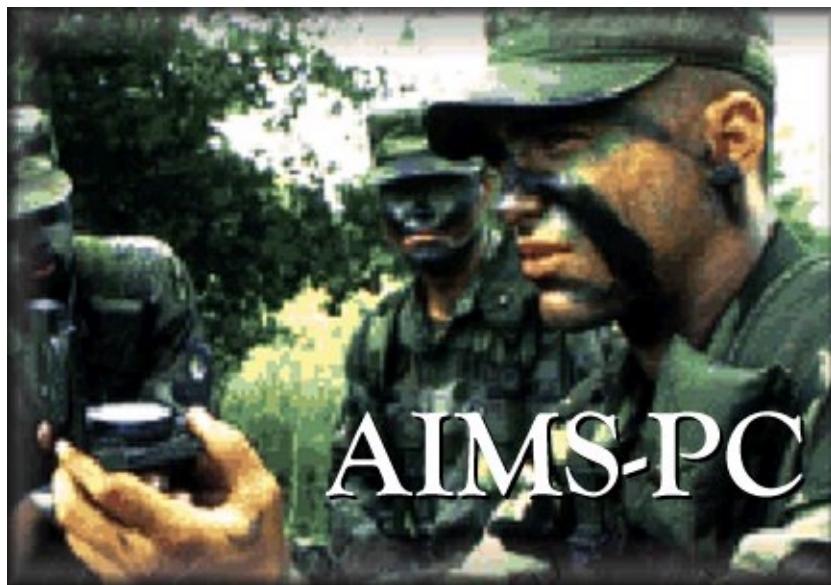*Automated Instructional Management System-Redesign*

AIMS-PC
Functional Administrator's Supplement

Version 2.1

Document Version 6.44

25 June 2001

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APPENDIX C – FUNCTIONAL ADMINISTRATOR RESPONSIBILITIES

APPENDIX C – FUNCTIONAL ADMINISTRATOR RESPONSIBILITIES

C.1 Functional Administrator Responsibilities

The Functional Administrator (FA) is the primary point of contact at the installation for all matters concerning the AIMS-PC. In this role, the FA is responsible for the following:

- Acting as the installation primary point of contact for all AIMS-PC issues.
- Assisting users in using or troubleshooting the system, and acting as the installation point of contact for reporting problems to the Theater Network Operations and Security Center (CONUS - TNOSC.)
- Conducting sustainment training, as required.
- Conducting periodic importing of data from the Reception Battalion Automated Support System (RECBASS), if applicable.
- Submitting requirements for user IDs and passwords.
- Maintaining a current inventory of AIMS-PC, Oracle, and Logical Extension Resources (LXR•Test) software at the installation.
- Maintaining required stocks of TRADOC Form 560 (AIMS Answer Sheet) and TRADOC Form 590 (AIMS Student Evaluation.)
- Maintaining contact with the AIMS-PC PM office to ensure you keep current with system changes, upgrades, and issues.

C.1.1 AIMS-PC Point of Contact

As the FA, you are the key person at the installation in matters concerning the system. You need to ensure that the AIMS-PC PM office is aware of any changes in FA personnel, phone numbers, or e-mail addresses. Information that needs to be distributed to users will be sent to you for further distribution within the installation. If, for any reason, another person will be assuming these duties, notify the AIMS-PC office as soon as possible. This will facilitate a smooth transition. A listing of the key points of contact is in Appendix D.

C.1.2 Assist Users and Coordinate with CONUS-TNOSC

You are the users' first line of defense. When they encounter a problem or have a question concerning the system, they should contact you. If you cannot resolve the issue, you must determine which office to contact. For problems with hardware or connectivity with the server(s), your first call should be to your installation DOIM. If they determine it is not an installation problem or cannot resolve the problem, contact the CONUS-TNOSC Help Desk (Comm: (800) 305-3036, DSN 879-6798/6858/2572) for assistance. The CONUS-TNOSC, located at Fort Huachuca, is responsible for server maintenance. The CONUS-TNOSC will troubleshoot the problem. If they determine there is a software problem, you may be asked to submit a software trouble ticket using the CONUS-TNOSC web site, *www.ansoc.army.mil* or contact the AIMS-PC office at DSN 927-7001 ext6512. Trouble tickets may also be submitted through the ATSC help desk, *www.atsc.army.mil/HELPDESK*.

Before you can submit a software trouble ticket from the web to the CONUS-TNOSC, the IP address of the computer you will be using to access the web must be added to a list of authorized users. Contact the CONUS-TNOSC Help Desk for assistance in having your computer added to

the list. The software trouble ticket system is named SW-TT. You can query previously entered tickets or submit new ones.

Additional information about functional questions (i.e. how to perform a specific function or operation in the AIMS-PC) can be found by consulting the AIMS-PC FAQ available on the AIMS-PC website at *www.aims-r.army.mil*. The AIMS-PC website also contains additional information about the AIMS-PC as well as providing a link to the AIMS-PC chatboard. The chatboard can be used to exchange information and ideas with fellow AIMS-PC users. You may also contact the AIMS-PC PM office at DSN 927-7001 or send an e-mail message to *aimspc@atsc.army.mil*.

Use DA Form 5005-R to report system problems or requests for system changes/improvements to the AIMS-PC PM office. This form is available within Delrina FormFlow. Specific instructions for completing the form are in Appendix I.

C.1.3 Conduct Sustainment Training

You are responsible for ensuring that the installation has a sustainment-training program. The AIMS-PC PM office can assist you with training information and materials. The installation's training database should be used when conducting all training. This will help to prevent problems or the entry of bad data in the actual database.

C.1.4 Conduct RECBASS-R Imports

Installations where RECBASS-R is used should conduct periodic imports of RECBASS-R data as determined by that specific installation. See Section 5.4 in the *AIMS-PC Software Users Manual* for more information about importing data from external applications.

C.1.5 Manage AIMS-PC User IDs and Passwords

You are responsible for requesting approval to issue user IDs and passwords for the users on your installation. Use the SBIS User Account Request form found in Appendix F. User information will be forwarded to the Installation System Security Officer (ISSO) for verification. ISSOs will complete the ISSO portion of the form, indicating they have checked the personnel listed and that they are eligible to receive system access, and return the form to the FA. At that point, the FA can create the user IDs and passwords in the system. The FA will maintain files containing the approved SBIS Account Forms.

You must keep track of the system users. New users will require accounts, and you will need to cancel the accounts of users who are leaving the installation. Additionally, you will need to modify what a user can access if the user changes positions or requires changes to his or her access permissions.

C.1.6 Maintain Software Inventory

A copy of all software required for the AIMS-PC is maintained at each installation. In most cases, it is kept at the DOIM office. Ensure you know what you are supposed to have, who maintains the software, and where it is stored.

Keep in touch with the person maintaining the software, so you will be aware of when updates are received.

C.1.7 Maintain Required Forms

Forms are printed and will be distributed to the FA for further distribution to your users. As the FA, you will be the point of contact for these forms at the installation. To order additional forms, contact S. Veazey at *veazeyw@atsc.army.mil*.

C.1.8 Maintain Contact with the AIMS-PC Office

Keep in touch with the AIMS-PC office. Check the AIMS-PC web site, *http://www.aims-r.army.mil/,* periodically for new information. New versions of the AIMS-PC software are also posted to this web site. We are here to assist you.

C.2 Recommendations for Change

Please submit recommendations for changes to the user manual / FA supplement to the AIMS-PC office, DSN 927-7001 or e-mail *aimspc@atsc.army.mil*.

APPENDIX D – POINTS OF CONTACT

APPENDIX D – POINTS OF CONTACT

D.1 Functional Points of Contact

For information/assistance in using the AIMS-PC and associated programs (such as LXR•Test) contact one of the following:

NAME	PHONE	E-MAIL
1. Ms. Candy Bryant	DSN 927-7001, x6512	*bryantc@atsc.army.mil*
2. Mr. Jim Covert	DSN 927-7001, x6502	*covertj@atsc.army.mil*
3. Ms. Michaele Sweet	DSN 927-7001, x6513	*sweetm@atsc.army.mil*
4. Mr. Gene Shelton	DSN 927-7001, x6515	*sheltong@atsc.army.mil*

D.2 Technical Points of Contact

For information/assistance with database problems or non-functional system problems, contact the CONUS-TNOSC Help Desk at (800) 305-3036, DSN 879-6798/6858/2572.

APPENDIX E – SOFTWARE INSTALLATION PROCEDURES

APPENDIX E – SOFTWARE INSTALLATION PROCEDURES

E.1 Installation of AIMS-PC Software

Downloading the Files: The FA at each installation will need to download the new AIMS-PC installation file from the AIMS-PC web site. The AIMS-PC update should be stored and accessed from the local area network at each installation (or copied to a CD-ROM) rather than downloaded from the web for each individual user. The AIMS-PC installation file available for download on the Web does not contain any updates to the Oracle software. The Oracle 8i client software will be mailed separately to each installation before that installation's database is to be upgraded.

Getting started: Installing the new version of AIMS-PC is a two-step process. The first step in installing AIMS-PC v2.1 is to run the latest version of the AIMS-PC installation program. The AIMS-PC v2.1 installation includes a process to remove any older versions of Oracle from the user's PC. Once the new version of the AIMS-PC has been installed, the FA will need to install Oracle 8i and configure it to access the new AIMS-PC database. Once the database at an installation has been upgraded, users will not be able to access this database with an older version of the application.

> **NOTE**: Because both the AIMS-PC and Oracle installation programs make changes to the Windows registry, the person doing the installation must have administrator privileges for that PC.

E.1.1 Install / Re-install AIMS-PC

Follow the steps below to install the AIMS-PC. Any older versions of the AIMS-PC on the user's PC will be deleted automatically by the install application.

Step 1: Insert the AIMS-PC CD, if you produced one, or go to the location where the downloaded application is stored locally and double-click on the *Setup.exe* application. It is best to make sure that no other Windows applications are running at the same time as the AIMS-PC installation.

Step 2: The AIMS-PC welcome screen will appear.
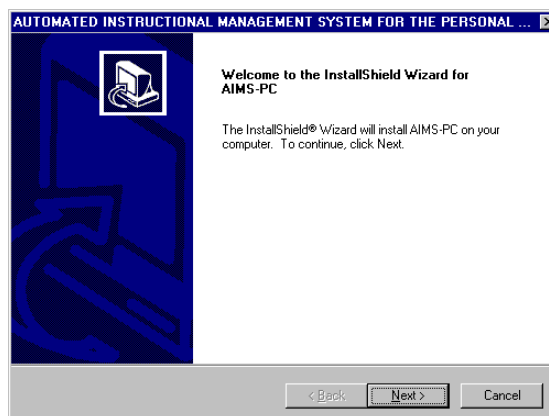
Figure E-1: AIMS-PC Welcome Screen

Click the *Next* button to continue.

Step 3: The installation application will ask you what type of installation you would like to perform. Select the ***Typical*** install option (the circle next to the ***Typical*** option should have a dot inside it.)
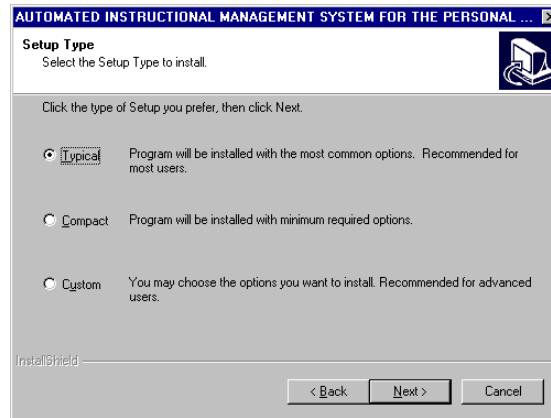
Figure E-2: Select Installation Type

Click the ***Next*** button to continue.

Step 4: A message box will appear asking if the currently installed version of Oracle should be removed. Unless Oracle 7.3.3 is required for applications other than AIMS-PC on the PC or Oracle 8i has already been installed on the PC, the FA should select to remove Oracle 7.3.3 from the PC.
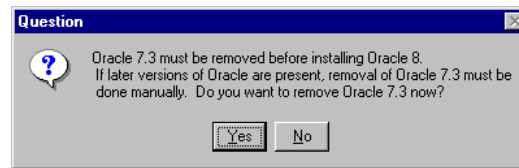
Figure E-3: Oracle 7.3.3 Uninstall Confirmation Box

Step 5: The ***AIMS-PC Installation*** screen will appear. A meter will track the progress of the installation.

Step 6: Once the installation is complete, the ***InstallShield Wizard Complete*** screen will appear.
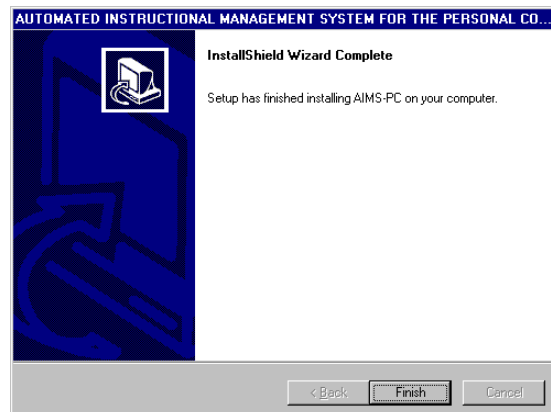
Figure E-4: Setup Complete

Step 7:   Click **Finish** to complete the AIMS-PC installation.

Step 8:   If you are removing Oracle 7.3.3 from the computer, you will need to reboot the PC in order for the installation application to completely remove Oracle. Select to reboot the computer when the message box appears.

E.1.2 Install ORACLE 8.1.6 Client Software

In order for AIMS-PC v2.1 to interface with the Oracle 8.1.6 database, the new version of Oracle must be installed on the PC. Unless Oracle 7.3.3 is required for applications on the PC other than AIMS-PC, it should be removed from the PC using the AIMS-PC installation program as outlined in Appendix E.1.1. The AIMS-PC installer can automatically remove the old version of Oracle so that Oracle 8i can be installed.

For all versions of Windows (95/98/NT/2000):

Step 1:   Insert the *Oracle 8i* CD-ROM.

*Step 2:*   If the Auto-play feature is enabled, the Oracle **Welcome** screen should appear automatically. If Auto-play has not been enabled, locate the *setup.exe* file in the Oracle 8.1.6 folder. Double-click on this file in order to start the installation.

Step 3:   Click the **Install/Deinstall Products** button.

Step 4:   The **Oracle Welcome** screen will appear.

           Click the **Next** button to proceed.

Step 5:   The **File Locations - Select Defaults** screen will appear. You should keep the default location and name selected by the installation application.

           Click the **Next** button to proceed.

The Oracle installation location selected is show here. The Installer selects this location based on the space available. Ensure that the installer has not selected a removable drive (such as a Zip or Jaz drive) before continuing with the installation.

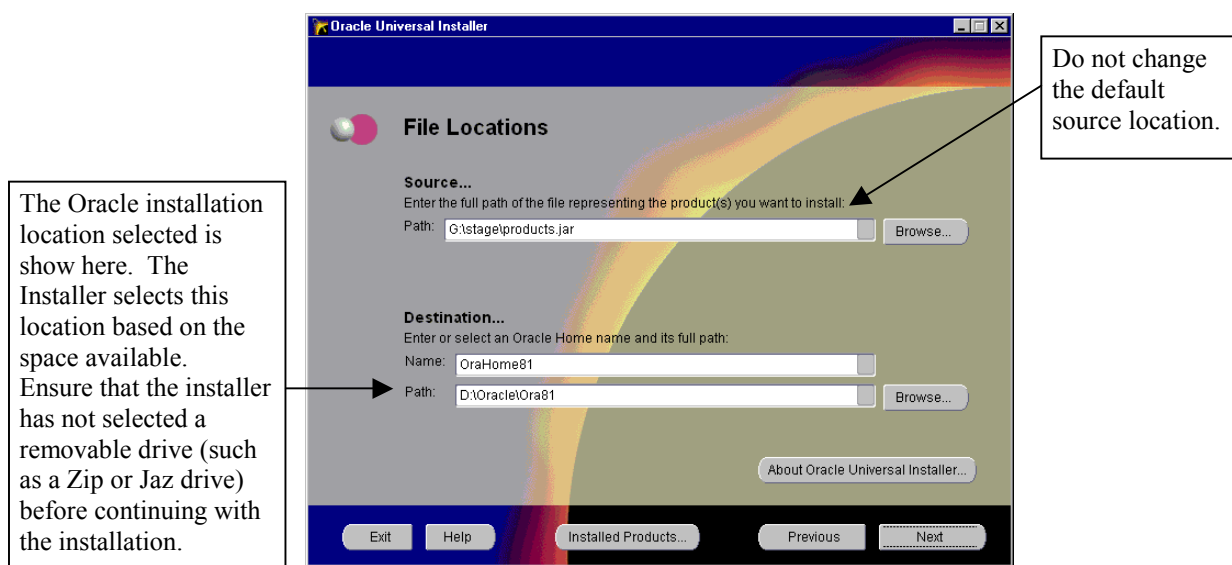Do not change the default source location.

Figure E-5: File Locations

> **NOTE**: If installing Oracle on a PC using *Windows 95*, Oracle will automatically check to ensure that the Winsock 2 Service Patch has been installed. This patch must be installed in order for Oracle 8i to work correctly. If it needs to be installed, a message box will appear directing you to the location of the Winsock 2 patch called *ws2setup.exe* on the Oracle install CD. You will not be able to continue with the installation until after this patch has been installed. Exit the installation, install the Winsock patch, and restart the Oracle installation in order to continue.

Step 6:   The ***Installation Types*** screen will appear.
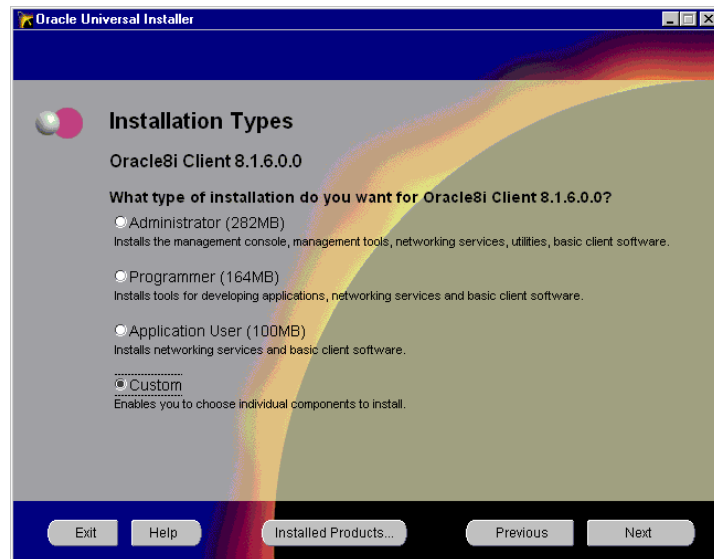
Figure E-6: Installation Types

For the install type, select ***Custom*** and click the ***Next*** button to proceed.

Step 7:   The ***Available Product Components*** screen will appear.

A list of installable options will appear. Most of these components are not required to use the AIMS-PC. These unneeded options can be deselected to prevent them from being installed. Scroll down the list of options and deselect the following options on the list (click to remove the check-mark):

- ***Oracle Utilities 8.1.6.0.0***
- ***Oracle Java Products 8.1.6.0.0***
- ***Oracle Programmer 8.1.6.0.0***
- ***Oracle Enterprise Manager Products 8.1.6.0.0***
- ***Oracle Intermedia Client Option 8.1.6.0.0***
- ***Oracle Visual Information Retrieval Client 8.1.6.0.0***
- ***Oracle Internet Directory Client 8.1.6.0.0***

Select the following option on the list (click to place a check-mark in the box next to the option):

- ***Oracle Universal Installer 1.7.0.19.0***

Step 8:   Click the ***Next*** button to proceed.

Step 9:   The ***Component Locations*** screen will appear. The following components should be
listed: ***Oracle Universal Installer 1.7.0.19.0*** and ***Java Runtime Environment 1.1.7.24***.
The Oracle installation will require approximately 44MB of free disk space on the
selected installation hard drive.

No components should need to be located in a separate location, simply click the ***Next***
button to proceed.

Step 10: The ***Oracle Protocol Support*** screen will appear. No changes need to be made to the
information on this screen.

Click the ***Next*** button to proceed.

Step 11: The ***Summary Screen*** will appear. This screen summarizes all of the installation
information. No changes can be made to the information on this screen.

Click the ***Install*** button. The Oracle installer will begin to copy the files over to the
user's PC. An installation screen / meter will appear to track the progress of the
installation.

Once the installation is complete, the Oracle ***Configuration Assistant*** will be started
automatically. The ***Configuration Assistant*** is used to set up the database connection.
The user will not be able to access the AIMS-PC database without entering the database
connection information into the ***Configuration Assistant***.

Step 12: When the ***Configuration Assistant Welcome*** screen appears, click the ***Next*** button to
proceed.

Step 13: The ***Directory Service Access*** screen will appear.
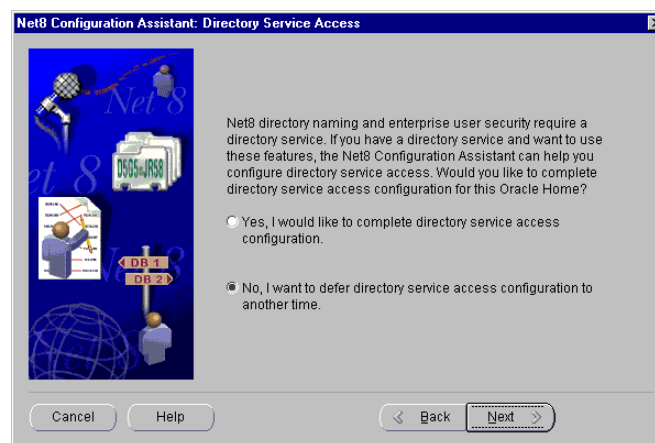
Figure E-7: Directory Service Access

Select ***No, I want to defer directory service access configuration to another time*** from
the options available and click the ***Next*** button to proceed.

Step 14: Ensure that ***Local*** appears in the ***Selected Naming Methods*** column.
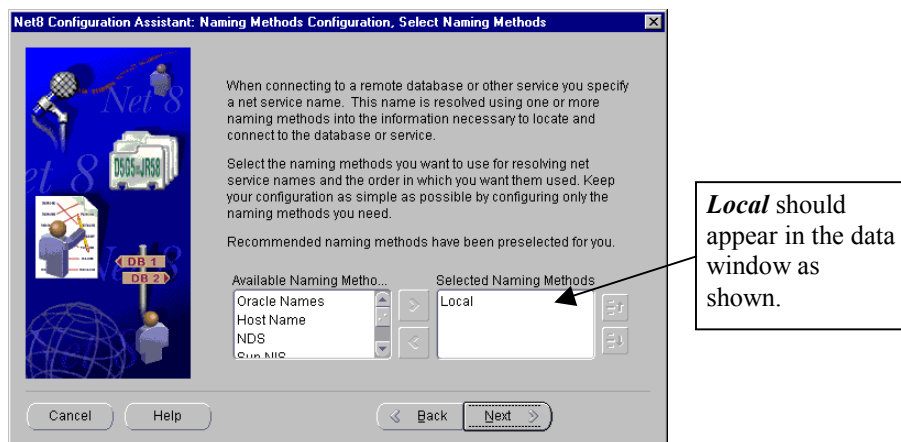
Figure E-8: Selected Naming Methods

Click the ***Next*** button to proceed.

Step 15: The ***Database Version*** screen will appear.
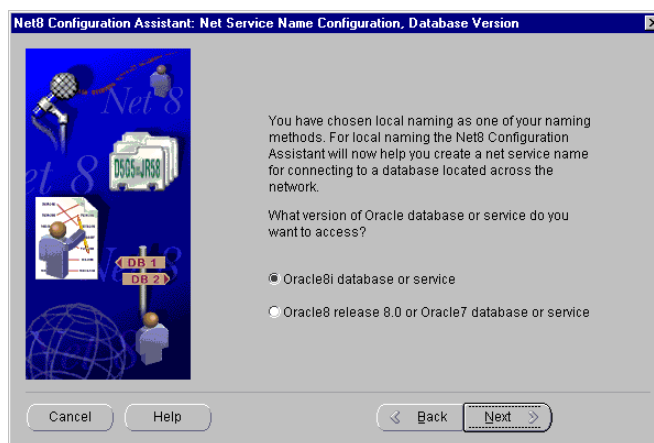
Figure E-9: Select Database Version

Select ***Oracle 8i database or service*** from the options available and click the ***Next*** button to proceed.

Step 16: The ***Service Name*** screen will appear.

Enter the ***Service Name*** in the field provided. Enter either ***aimspc.world*** (for the production database) or ***training.world*** (for the training database.) If you wish the PC to be able to access both databases, you will need to set them up separately within the ***Configuration Assistant***.

Click the ***Next*** button to proceed.

Step 17: The **Select Protocols** screen will appear. Select **TCP** from the list of options (TCP should be highlighted.)
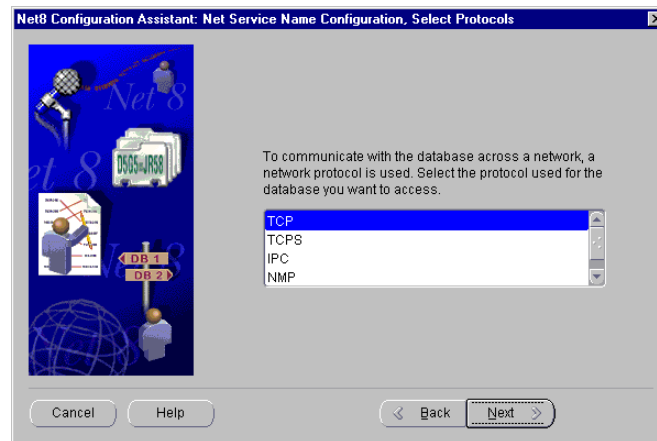
Figure E-10: Select TCP/IP Protocol

Click the **Next** button to proceed.

Step 18: The **TCP/IP Protocol** setup screen will appear.
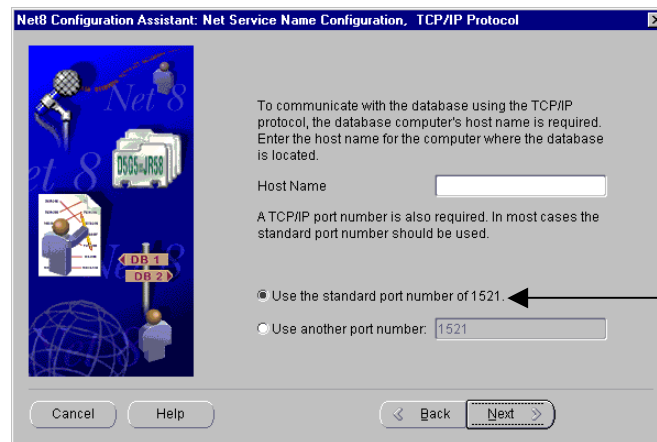
You should not need to change from the standard port number of 1521.

Figure E-11: TCP/IP Protocol Information

Enter the **Host Name** in the field provided. Valid Host Names are listed in Appendix E.2.1 for each installation. This is the name used to connect to the database and must be entered exactly as it appears on the table. The default port number is selected at the bottom of this screen. Use the standard port number of 1521.

Click the **Next** button to proceed.

Step 19: The ***Perform Test*** screen will appear. Select ***Yes, perform a test*** from the options available and click the ***Next*** button to proceed.

Click this button to change the login used to test the database. A pop-up box will appear where you can enter a new user name and password.
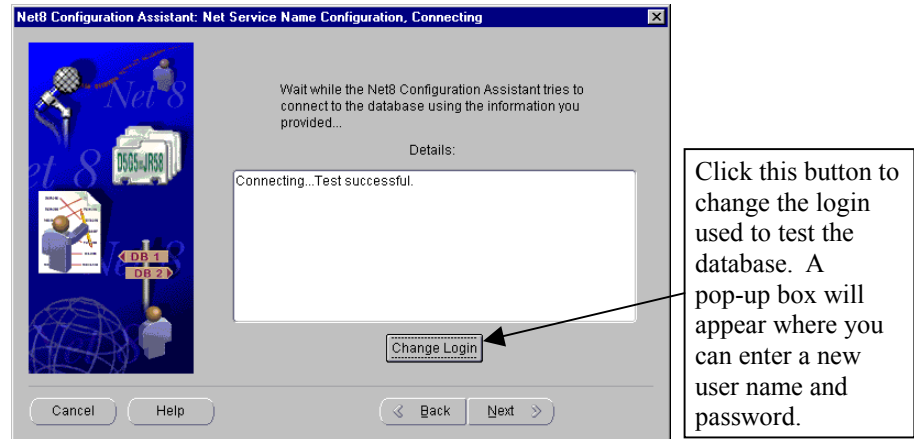
Figure E-12: Database Test Successful

A window will appear to indicate whether the test was successful. You may have to change the default login name, using the ***Change Login*** button, in order for the test to log in successfully. The login used here must be a valid AIMS-PC user login ID and password that already exists in the AIMS-PC database.

Click the ***Next*** button to proceed once the connection has been tested successfully.

Step 20: When the next screen appears, enter the ***Net Service Name*** in the field provided. This will be the database name (**Host String**) entered to log into the AIMS-PC.

The ***Net Service Name*** is the name entered as the database host string when logging into the AIMS-PC.
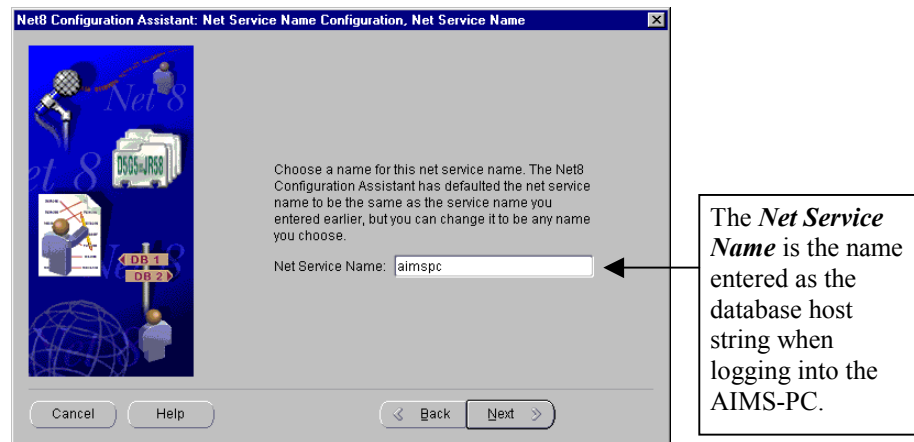
Figure E-13: Net Service Name

Click the ***Next*** button to proceed.

Step 21: You will be asked if you wish to configure another database connection.

Select either: ***No*** (if you do not wish to create another connection) or ***Yes*** (if you wish to configure another connection.) If you select ***Yes***, go back to step 13, above.

Click the ***Next*** button to proceed.

Step 22: Click the *Next* button twice and the *Finish* button to return to the initial screen.

Step 23: Click the *Exit* button to quit the Oracle8i Client 8.1.6 install application.

An exit confirmation box will appear. Click the *Yes* button to exit the Oracle 8i installation.

## E.2 Installation Specific Information
The following information is specific to each installation.

E.2.1 Data Server Host Names

Site	Data Server Host Name
APG	fs6-316.aberdeen.army.mil
Belvoir	fs6-315.belvoir.army.mil
Benning	fs6-358.benning.army.mil
Bliss	fs6-56.army.mil
Bragg	fs6-8-1216.bragg.army.mil
Campbell	fs6-7541.campbell.army.mil
Drum	fs6-10690.drum.army.mil
Eustis	fs6-665.eustis.army.mil
Gordon	fs6-29610.gordon.army.mil
Hood	fs6-13.hood.army.mil
Huachuca	fs6-61801.huachuca.army.mil
Jackson	fs6-3390.jackson.army.mil
Knox	fs6-1227.knox.army.mil
Lee	fs6-8045.lee.army.mil
Leonard Wood	fs6-404.leonardwood.army.mil
McCoy	fs6-1914.mccoy.army.mil
Polk	fs6-330.polk.army.mil
Redstone Arsenal	fs6-5300.redstone.army.mil
Rucker	fs6-141.rucker.army.mil
Sam Houston	fs6-4190.samhouston.army.mil
Shafter	fs6-220.shafter.army.mil
Sill	fs6-462.sill.army.mil
Stewart	fs6-3.stewart.army.mil

E.2.2 Oracle Service Names

- Production Database: *aimspc.world*
- Training Database: *training.world*

APPENDIX F – SBIS ACCOUNT MANAGEMENT/MAINTENANCE

APPENDIX F – SBIS ACCOUNT MANAGEMENT / MAINTENANCE

The FA is responsible for user account management/maintenance (adding, modifying, or deleting) at the installation for the AIMS-PC. The FA, in conjunction with the user, determines what functionality/views the user needs to access for his or her duties. The FA then completes the SBIS User Account Request Form, to include assigning a log number, and forwards it to the Installation System Security Officer (ISSO) for review and verification of employment. The ISSO completes his or her portion of the form and returns it to the FA for processing. The FA will establish the account with a unique user ID (usually the first seven letters of the last name and first initial of the user) and an initial password. The user will be required to change this initial password on their first login. The FA then assigns the required access for the individual.

FAs will maintain a log of when forms are sent to and received from the ISSO, along with a file of the approved SBIS User Account Request Forms for their installation.

F.1 SBIS User Account Request Form

This form is used to request and record verification of a user's account. Complete all of the installation and organization fields (top portion of the form) in addition to the FA and ISSO fields (lower portion of the form.) These fields are mandatory for all requests. This form is for AIMS-PC account requests only.

Most of the fields are self-explanatory, but clarification and usage notes follow:

Emergency   Not required.

Action Flag   Not required:

SSN/PPN   Social Security Number / Passport Number. This field is mandatory for all requests. Inclusion of the SSN necessitates handling the completed form as FOUO.

Remote   Yes /No. Identified as Yes if the user is allowed remote dial-in capability, else No. Default is blank, indicating No.

IP Address   Not required.

Role #   Role numbers used in version 1 no longer apply. Use this area to specify access required by the user. You can use your locally established roles here.

Log No.   A standard unique identifier (date + sequence number, e.g., 960514001) supplied by the FA.

PRIVACY ACT STATEMENT

Title 51 U.S.C. Section 552a authorizes collection of this information. The primary use of this information is to configure Automated Information Systems user accounts for the Sustaining Base Information Services (SBIS.) Where the system user identification is your Social Security Number (SSN), collection of this is authorized by Executive Order 9397 and Army System of Record Notice A0380-19SAIS. Furnishing the information on this form, including your SSN, is voluntary, but failure to do so may result in disapproval of this request.

AIMS-PC
SBIS User Account Request

Emergency: ☐

Installation Name:	
Installation Address:	

Organization/Activity:	
Office Symbol:	
UIC:	

User Phone Prefixes:	DSN	Comm

A/M/D	First	MI	Last	SSN/PPN	Ph Ext	Remote (Y/N)	IP Address	Role #(s)

AIMS-PC Roles:
1. Administrator
2. Activity Director
3. Class Leader
4. Course Evaluator
5. DT Program Manager
6. Education Counselor
7. Grader
8. Instructor
9. Instructor Supervisor
10. Production Mgr
11. Program Director
12. Program Manager
13. Statistician
14. Student Svc Manager
15. Student Svc Registrar
16. Training Course Scheduler

FA Name:	
FA Phone:	
FA Email:	
FA Signature/Date:	
Log No:	

ISSO Name:	
ISSO Phone:	
ISSO Email:	
ISSO Signature/Date:	

NSO Name:	
NSO Signature/Date:	

FOR CONUS-TNOSC USE ONLY
Date Received:
Date Completed:
QA Date/Initials:

APPENDIX G – TRAINING USER IDS AND PASSWORDS

APPENDIX G – TRAINING USER IDS AND PASSWORDS

AIMS-PC does not have a default set of training user IDs and passwords. FAs may establish generic accounts (i.e., training1, training2, etc.) for use with the training database. This will preclude establishing specific accounts for individuals in order to conduct training. You may also assign specific access to different courses and classes within your training database to facilitate training of multiple users.

> **NOTE**: Ensure that you have established these accounts in the training database, not the actual production database.

Never use the AIMS-PC production database to conduct training. Conducting training using the production database will not only result in the corruption of student records, but also result in those transactions being sent to ATRRS, corrupting the ATRRS database with erroneous data. The training database is designed so that any information that is entered into it is not sent to ATRRS. This prevents the ATRRS database from being corrupted by AIMS-PC training data.

APPENDIX H – USING THE AIMS-PC WEB TOOLS

APPENDIX H – USING THE AIMS-PC WEB TOOLS

The AIMS-PC Tools can be downloaded from the AIMS-PC web site, *www.aims-r.army.mil*. Click on the AIMS-PC Tools option to access the tools information screen. Currently, two tools are available for use with the AIMS-PC. These are **Redbook Reports** and **Labels**. Both of these tools require the following:

- Must have administrator privileges for the AIMS-PC. The FA must set this using the *Application Security* **- Database** tab.
- Must have Oracle client installed on your PC, configured to connect to the AIMS-PC database (if you're running AIMS-PC on your PC, this is already done.)
- Must have the Microsoft Data Access Components installed on the PC. (This is available for download from Microsoft at *http://www.microsoft.com/data/download_21242023.htm*. Download the file *Microsoft Data Access Components MDAC 2.1.2.4202.3 (GA)* (NOTE: This is a large file, about 6 MB.) After it is downloaded to your PC, go to the folder where you stored the file and double-click on the filename to install the components on your machine.)

H.1 Redbook Report

This tool, using Microsoft *Access 2000*, will allow the user to print reports showing the school code, course number, phase, class number, class start and end dates, projected enrollment, and status for your classes. The user can print a report for all of his or her classes, or select a particular course and fiscal year. In addition to the requirements listed above, the user will need the following to use this tool:

- Must be using *Office 2000*.
- Must have the *Access* file (Redbook.mdb) saved to the hard drive. Download the file to the hard drive. (Remember where it is stored!)

  To use Redbook Reports:

Step 1:   Open the file *Redbook.mdb* that has been saved to the hard drive. This will bring up an *Access* switchboard.
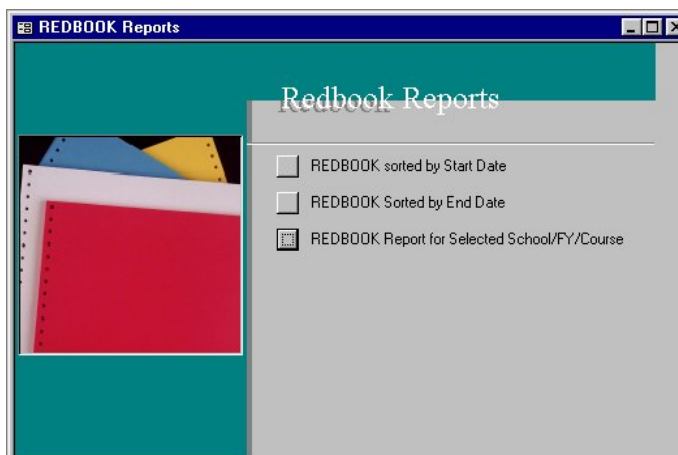

Figure H-1: Redbook Reports – Selection Screen

Step 2: To print a report showing all of the courses and classes in the database, select either ***REDBOOK sorted by Start Date*** or ***REDBOOK Sorted by End Date***.

       A login window will appear.

Step 3: The user should enter his or her AIMS-PC user ID and password. The server should be ***aimspc***. Select ***OK***.
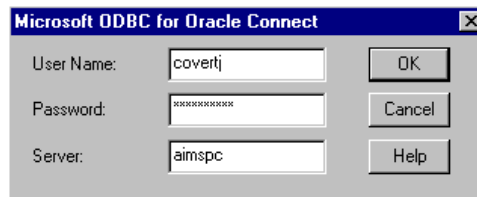

Figure H-2: Redbook Reports – Oracle Login

Step 4: The system will display the selected report. The report can then be printed or saved to another format.

Figure H-3: Redbook Reports – Report Screen

Step 5: If the user wants to print the report for a particular course, he or she should select one of the ***REDBOOK Selected School/FY/Course*** options.

The system will prompt the user to enter the school code, fiscal year, and course number.

> **NOTE**: These are case sensitive... make sure caps are being used where applicable, as in course numbers.

The user will then be presented with the login window.

The user should enter his or her AIMS-PC user ID and password, and ensure the server name is correct.

The report will be generated for the course and fiscal year selected.

H.2 Labels

There are several tools that can be used to make labels. These include using predefined labels in *Access*, or using *Excel* and *Word* and defining labels from data contained in a spreadsheet.

The most flexible method is to gather information from the AIMS-PC database into an *Excel* spreadsheet, and then format and print the labels using *Word*'s label tool. The AIMS-PC office

has created a query that can be run against the database that extracts the information that might typically be used on labels, such as the school code, course number, fiscal year, class, section, rank, name, SSN and mailing address of students. In addition to the requirements listed at the beginning of Appendix H, the following conditions must be met:

- Must have the labels query file (select_labels.dqy) saved to the hard drive. Download the file to the hard drive. (Remember where it is stored!) This query will return rank, last name, first name, middle initial, SSN, current mailing address, class fiscal year and number, and section for all students associated with a class in the database.

H.2.1 To Pull the Information into Excel:

Step 1:   Open a new workbook in *Excel*.

Step 2:   On the menu bar, select **Data ➤ Get External Data ➤ Run Saved Query**.
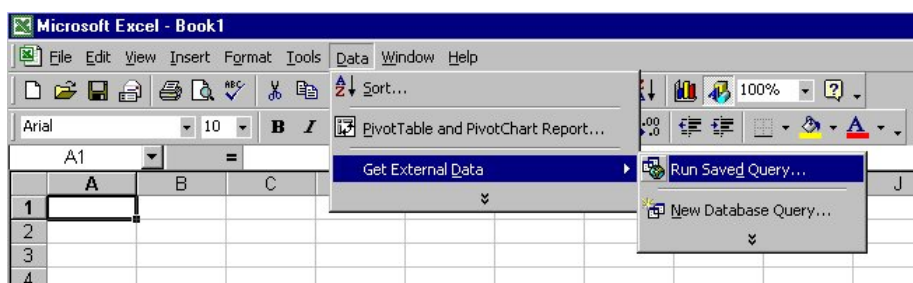

Figure H-4: Excel – Run Saved Query

Step 3:   A dialog box will appear to allow the user to select the query that he or she wishes to run. Select the *select_label.qry* query file that was downloaded from the AIMS-PC website.

Step 4:   The system will ask the user where to put the data. Select the cell on the spreadsheet to start in, and click **OK**. Use the default value to place the information starting in the upper left hand corner of the spreadsheet.
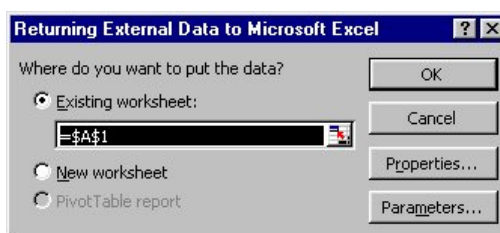

Figure H-5: Returning External Data

Step 5:   A log in box will appear. The user should enter his or her AIMS-PC user name and password. Enter *aimspc* for the server and click **OK**.
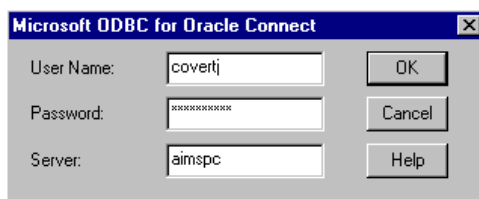

Figure H-6: Oracle Login Box

Step 6:   The system will prompt the user to enter the school code for the information desired. Enter the school code and click ***OK***. If the user wants to set the school code entered as the default school code for this value, check the box ***Use this value/reference for future refreshes***.
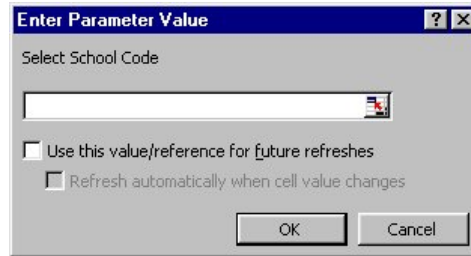

Figure H-7: Select School Code

Step 7:   The system will then ask the user for the course number, fiscal year, and class number. Enter the appropriate information at each prompt.

> **NOTE**: These are case sensitive... make sure capitals are being used where applicable, such as course numbers.

Step 8:   The data will populate the *Excel* workbook. Save this file. The user can now work with the data in *Excel* to format it, sort it, print it, etc. This file can then be passed to the users who make the labels. They will be able to reference this file in *Word* to create their custom labels.

Step 9:   When the data is entered into the *Excel* worksheet, the data field names from the database are used as column headers. The table below shows what the data is displaying. Column headers can be changed in the spreadsheet, if desired.

Column Names	
Data Field Name	**Data Displayed**
UNFRMD_SVC_RN0_NM	Rank
PR_NM_TX	First Name
PR_NM_TX1	Middle Name/Initial
PR_NM_TX2	Last Name
PN_ID	SSN
PRSN_USPS_PSTL1_TX	First Address Line
PRSN_PSTL_ADRS2_TX	Second Address Line
PRSN_USPS_PSTL2_TX	City
PRSN_PSTL_ADRS1_TX	State
PRSN_USPS_PSTL3_TX	Zip Code
TNG_CRS_FR	Course Number
FY_YRDT	Class Fiscal Year
TNG_CLS_ID	Class Number
TNG_CLS_SEC_ID	Section Number

Once the information is in *Excel*, Microsoft *Word* can be used to create mailing labels from the data.

H.2.2 Creating Labels in Word

Step 1:   Open a blank document in *Word*. From the menu, select **Tools ➜ Mail Merge**. The Mail Merge wizard will appear. Select **Mail Merge**.

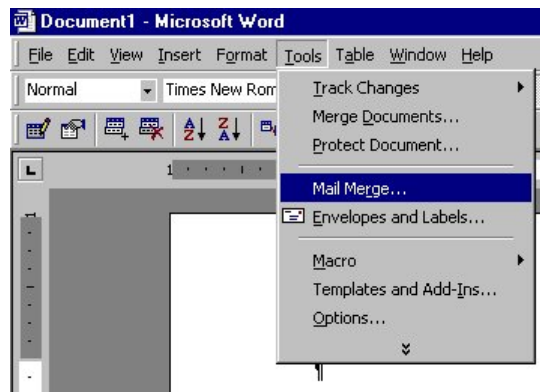**Figure H-8: Word Mail Merge**

Step 2:   The **Mail Merge Helper** will appear. In step **1**, **Main Document**, choose **Create ➜ Mailing Labels**.
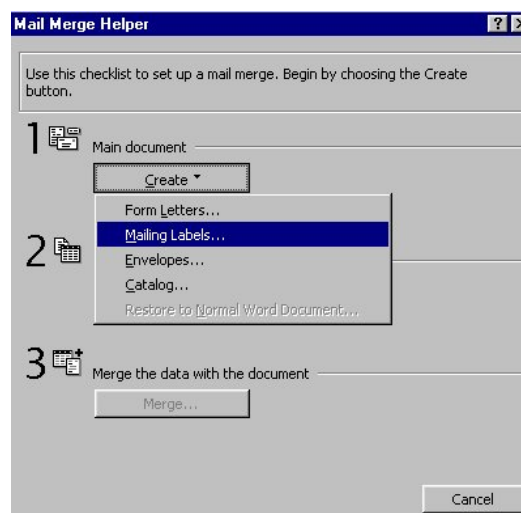
Figure H-9: Create Mailing Labels

Step 3:   The system will ask the user if he or she wants to use the active window or a new document. Click the **Active Window** button.
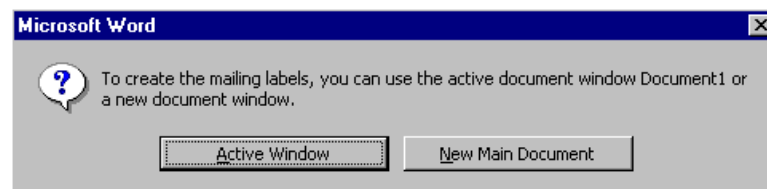
Figure H-10: Select Active Document

Step 4:   In step **2**, **Get Data**, select **Open Data Source**.
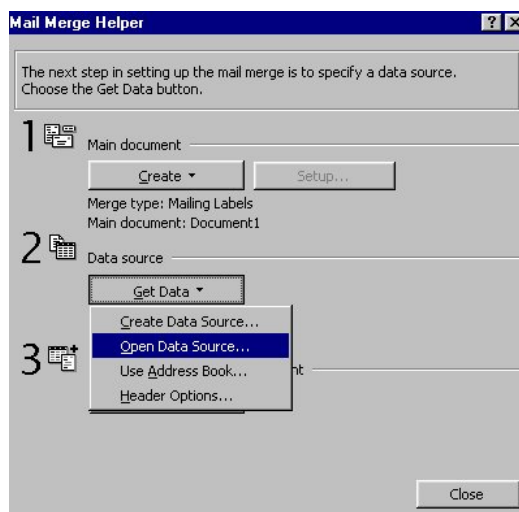
Figure H-11: Mail Merge – Get Data

Step 5:   Find/select the *Excel* file with the information retrieved from AIMS-PC. At the prompt, select **Entire Spreadsheet**.

Figure H-12: Select Cell Range

Step 6:   The system will then ask the user to set up the main document.
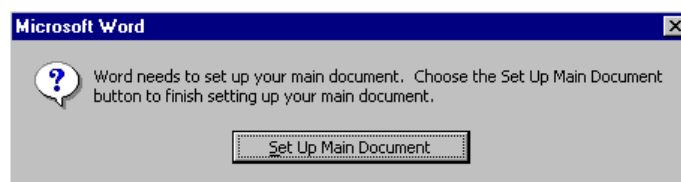
Figure H-13: Setup Main Document

Step 7:   Click the **Set Up Main Document** button.

Step 8:   Select the printer type and label type desired. Select the desired settings (these depend on what labels you are using) and click ***OK***.

Figure H-14: Label Options

Step 9:   The system will ask the user to designate the fields that are to be used on the table. Click on the ***Insert Merge Field*** button to view a list of the fields available to insert in the label.
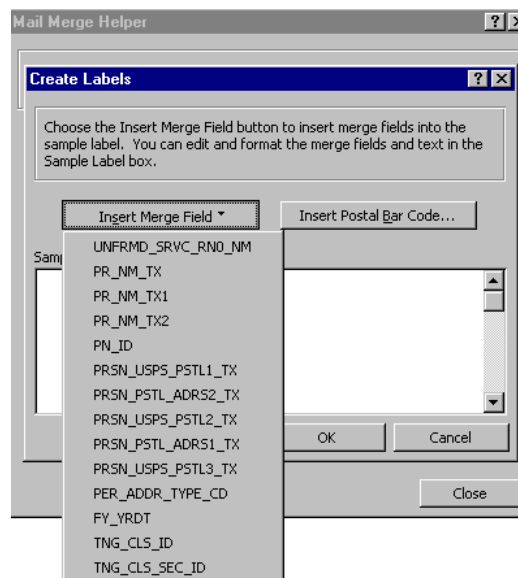

Figure H-15: Mail Merge – Create Labels

Step 10:   Click on a field name to insert it. The user will need to add any spaces, commas, or returns between the fields to format it as desired. Repeat for each field. When complete, select ***OK***.

Step 11: At the next window, select ***Merge***.
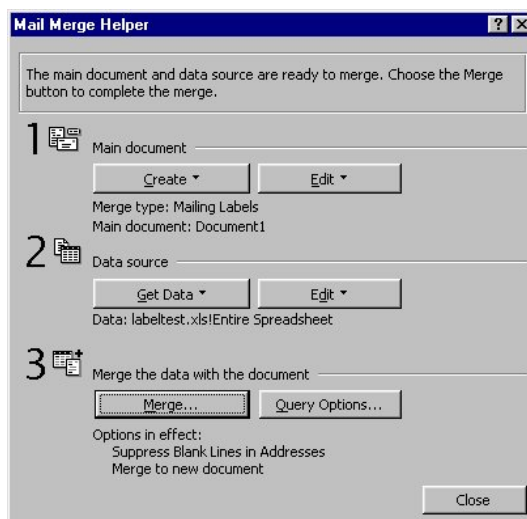
Figure H-16: Mail Merge – Merge

Step 12: A window will display the options for merging the data into the labels.

Figure H-17: Mail Merge – Display Options

Step 13: Accept the defaults on the screen that appears and click ***Merge***. The information will display in *Word*.

H.2.3 Using the Same Label Format Again

Once the labels have been set up correctly, they can be reused in that format without having to go through the entire set-up routine.

Step 1: After creating the initial set of labels in *Word*, close the *Word* document. The user will see another document displaying the field names of the data elements. Save this document.

Step 2: The next time labels are to be created with that format, open the *Word* document saved above.

Step 3:   On the menu bar, select **Tools ➤ Mail Merge**.
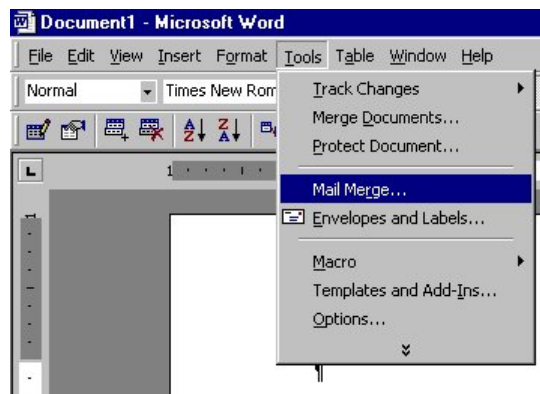
Figure H-18: Word – Mail Merge

Step 4:   The **Mail Merge Helper** window will open. Note that it already has the document and the spreadsheet selected to merge. If the user wants to create labels from the same spreadsheet, simply click the **Merge** button. If the user wants to use another spreadsheet, click the **Get Data** button.
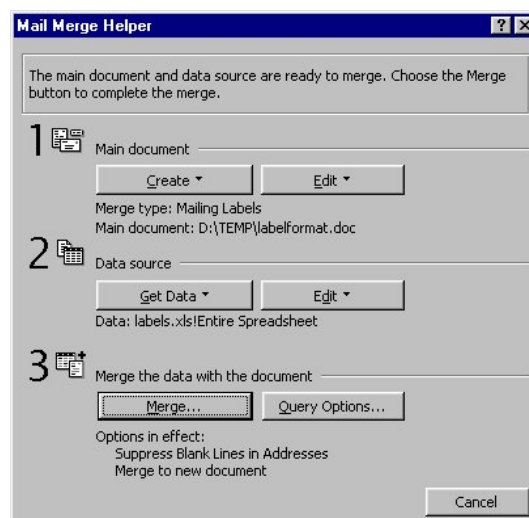
Figure H-19: Mail Merge – Merge

Step 5:   From here, follow the steps outlined in the **Creating Labels In Word** section to select the data source and print the labels.

APPENDIX I – COMPLETING DA FORM 5005-R

APPENDIX I – COMPLETING DA FORM 5005-R

DA Form 5005-R, Engineering Change Proposal-Software (ECP-S), is used for System Trouble Reports (STRs) and Engineering Change Proposals (ECPs.) The form can be found in *Delrina FormFlow*.   Submit completed forms to the AIMS-PC office, e-mail *aims-r@atsc.army.mil*. Detailed instructions for completing the form follow.

| Blk	Title	Remarks
		Indicate whether the submission is a problem report or an ECP-S (a recommended change to the system.)
1	To:	Send completed forms to ATSC, ATTN: ATIC-TISI, Bldg 2787, Fort Eustis, VA 23604.
2	From:	Enter your office and mailing address.
3	Originator Number	
4	Point of Contact	Enter your name and phone number.
5	Priority	Leave blank.
6	Application CI Baseline/version	Enter name of application (AIMS-PC) and version.
7	Executive SW Baseline/version	Leave blank.
8	Problem date	Enter the date the problem was identified.
9	Job/Cycle/Program ID	Leave blank.
10	Title of Problem/Change	Enter a descriptive title for the problem/change.
11	Description of Problem/Change	Provide a complete description of the problem/change. Include the function/process being attempted, the screen on which the problem occurred, and any error messages produced by the system.
12	Effect on User	Provide a description of the effect of the change or shortcoming on the user.
13	Recommended Solution/Justification	Provide a description of the recommended solution to correct the error or shortcoming along with justification as to how it will improve the system.
14	Date	Enter the date the form is completed.
	Name and Title of Submitting Authority	Enter your name and title.
	Signature	Sign if providing in hard copy.
15	Remarks	Use this area if additional space is needed for blocks 11, 12, or 13, or for any additional remarks/information you want to provide.
Leave the remainder of the form blank.		

Be as specific as you can in describing the problem.   The Configuration Control Board (CCB) reviews these forms and uses them as the basis to determine what work will be done on the system and the priority for that work.

APPENDIX J – SCANNER SET-UP

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Below are the general steps to setup the NCS Opscan 4 reader for use with LXR•TEST. In addition to these instructions, you should review the manual for the Opscan and the LXR•TEST User's Guide.

Connect the Opscan to the computer. If your reader has two serial connections, be sure to use the MAIN connection, and not the AUX connection for connecting the reader to the computer. Connect either the 25-pin connector or the 9-pin connector to the end of the ribbon cable. Use the appropriate connector for the port on your PC. Connect to either COM1 or COM2, whichever is available. Connect the remaining end of the ribbon cable to the Opscan. Your cable configuration may vary. If your computer has an internal modem, you must choose a COM port that is NOT connected to the modem.

Plug in the reader to power supply, and power supply to power source. The display on the reader should show "Not Ready" on the top line of the display within a few seconds of connecting the power. Under the display are 2 buttons. The function of each button corresponds to the wording of the text on the lower line of the display. Follow each step below to configure the reader. This needs to be done one time only.

Step 1:   Press and hold both buttons until the display changes to "Background Menu" then release both buttons to place the scanner into setup (background) mode.

> **NOTE**: Depending on how your scanner is currently configured, you may not see all of these prompts. Just ignore any prompts that do not appear.

   For each prompt, press the button corresponding to the **BOLDED** text:

Step 2:   Ops ...*(other information displayed here)* **Continue**

Step 3:   Sheet count...*(sheet count displayed here)* **Continue**

Step 4:   Utilities? **NO**

Step 5:   Defaults? **YES**

Step 6:   Display Comm Status? **YES**

Step 7:   Printer Installed? **YES** (Don't need to use this function if you don't want to.)

Step 8:   Reverse Printing? **NO** (Choose *Yes* if you desire this feature. You will not see this if you selected *NO* for the item above.)

Step 9:   3000 Emulation Scan? **NO**

Step 10: Power-Up Aux Mode? **NO**

Step 11: Exit Defaults Menu? **YES**

Step 12: Exit Backgrnd Menu? **NO**

Step 13: Utilities? **YES**

Step 14: Top Head Calibrate? **NO**

Step 15: Bot Head Calibrate? **NO**

Step 16: Comm Configuration? **YES**

Step 17: NCS Standard Config? **YES**

Step 18: 38400 Baud? **NO**

Step 19: 19200 Baud? **YES**

Step 20: Comm Config Complete **QUIT**

Step 21: Display Brightness? **NO**

Step 22: Exit Utilities Menu? **YES**

Step 23: Exit Backgrnd Menu? **YES**

> **NOTE**: If running on a Macintosh, you may choose **YES** to use **38400** baud, if you desire. If you answer **YES** to this question, you MUST set the Baud Rate in the LXR•TEST program to **38400** instead of the value **19200** as the manual suggests. If you answer **YES** to use **38400** baud, you will not see the question about using **19200** Baud.

This completes the reader configuration.

Step 24: Power the Opscan **OFF** then back **ON**.

At this point, the Opscan has been configured and is ready to be used with LXR•TEST. The next step is to tell LXR•TEST which reader and form you are using.

Step 1: Run the LXR•TEST program, and choose the ***Score*** menu "***Form Setup***" menu.

Step 2: Select the reader you will be using on the left panel by clicking on the appropriate name. If the reader you are using has 2 read heads (or if you are not sure how many read heads it has), choose the reader name of Opscan5. If your reader has only 1 read head, choose the reader name of Opscn5-1 (if you make the wrong choice you will be notified with an error message later that the read head configuration is incorrect and can then change it to the appropriate choice.) When you select a reader, you will see a brief description of the reader you selected below the selection box.

Step 3: Choose the name of the form you will be using on the right panel. Only the forms that are appropriate for the reader you selected on the left panel will be displayed. As you select a form name, you will see a brief description of it below the selection box.

Step 4: Press the ***Communications*** button and set the Parity to **Odd**, Stop Bits to **2**, Bits per Character to **7**, and the Baud Rate to **19200**.

Step 5: Make sure the communications port you are using is selected. Choose the port you connected the reader to in an earlier step. This will normally be COM1.

Step 6: Press ***OK*** to exit the communications dialog.

Step 7: Press ***OK*** to exit the Form Setup dialog.

These settings will be saved when the user exits the program so this procedure does not normally need to be repeated, but the user should write down the settings for future reference.

You are now ready to score tests with LXR•TEST.

Place the forms to be read in the hopper. The display will normally show "STOPPED". It is not necessary to press the START button on the reader, as LXR•TEST will start the reader automatically.

To verify the reader is working, place one or more forms correctly in the hopper. The forms must have a student ID marked and a few response fields entered on them. Choose **Read Response Forms** from the **Score** menu. Enter a file name in which to save the score results when it asks, then the forms will be read. A score window will open showing the contents of the score file you created and, as the forms are read, they will be displayed in the score window.

Review the LXR•TEST User's Guide Scoring section for more information and to learn additional features of the product.